



George C. Marshall Space Flight Center

Marshall Space Flight Center, Alabama 35812

ED27-SHK-SOP-002

BASELINE

8/3/99

ED27 / VIBRATION, ACOUSTICS, AND SHOCK TEAM

STANDARD OPERATING PROCEDURE

CONTROL OF QUALITY RECORDS IN PYROTECHNIC SHOCK

**CHECK THE MASTER LIST—
VERIFY THAT THIS IS THE CORRECT VERSION BEFORE USE**

ED27 / Vibration, Acoustics, and Shock Team		
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Document History Log

Status (Baseline / Revision / Canceled)	Document Revision	Document Date	Description
Baseline		8/3/99	Document converted from ED73-SHK-SOP-012 Rev. A. Organizational and document number changes. Section 4.7 was changed to a 1 year retention.

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1. INTRODUCTION

1.1 Scope. This procedure defines the system used to control quality records in Pyrotechnic Shock.

1.2 Purpose. This procedure defines the system to fulfill the requirements of ED27-OWI-M&V-002.

1.3 Applicability. This procedure applies to quality records controlled by the Pyrotechnic Shock Facility.

2. APPLICABLE DOCUMENTS

ED27-OWI-M&V-002 Quality Records Control

ED27-OWI-M&V-003 Test Report Control

3. DEFINITIONS

3.1 Test and Checkout Procedure (TCP). A document that defines the sequence of events to perform a specific test.

4. INSTRUCTIONS

4.1 Raw Data Magnetic Tapes. The magnetic tapes used to record the raw instrumentation time data from qualification/acceptance dynamics testing will be kept for a period of 5 years or more from the test date. Each tape will be labeled with the test title, TCP number, and date; and stored in Rooms 170A.

4.2 Archive Test Data. The optical disks used to archive the shock test data files will be kept for a period of 5 years or more from the test date. The test data will be archived after the test is completed. The optical disk will be labeled "Archive Data" and stored in room 170A.

4.3 Photographs. Photographs will be kept when required by TCP or when the Test Engineer determines that the photograph contains information required to document some aspect of the test. Photographs will be placed in and controlled by the test report using ED27-OWI-M&V-003.

4.4 Video Tapes & Films. Video tapes and films will be kept when required by TCP or when the Test Engineer determines that the tape contains information required to document some aspect of the test. Each tape will be labeled with the test title, TCP

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number, and the test date; and stored in room 170A. Tapes will be kept for a period of 5 years or more from the test date.

4.5 Calibration Records. The calibration records will be maintained in Room 170A and retained for a minimum of 4 calibration cycles.

4.6 Software Verifications. Software verifications will be stored in room 170A for as long as the software is kept.

4.7 Disposition Report. The disposition reports will be maintained in Room 170A and retained for a minimum of 1 year.

4.8 Test Equipment List. The test equipment list will be maintained in Room 170A and kept current.

5. QUALITY RECORDS

5.1 Raw Data Magnetic Tapes

5.2 Archive Test Data

5.3 Photographs

5.4 Video Tapes

5.5 Calibration Log Book

5.6 Software Verifications

5.7 Disposition Report

5.8 Test Equipment List

6. NOTES

Quality Records may be excessed or reused, as appropriate, after their retention time has expired.